SSUS Credit Transfer/ Mobility Policy - 2023

SSUS Credit Transfer/Mobility policy empowers the students for a greater choice based, open, integrated system that focuses on a multidisciplinary and interdisciplinary knowledge acquisition. Credit transfer/mobility becomes an imperative in the changed educational approach adopted by the State that facilitates students in higher education to acquire credits from institutions/ courses of their choice. This Policy intends to guide the University to frame Regulations that would decide the course of action of Credit Transfer/Mobility. This is not only to enable the students to choose courses/ institutions to acquire credits within India but also from other foreign higher education institutions. The Policy also guides in framing appropriate approaches in offering courses to students and scholars outside India.

Purpose of the Policy

Credit transfer is important to:

a) Facilitate student mobility between institutions, states and nations.
b) contribute to the development of open, accessible, inclusive and integrated education systems
c) Remove duplication of learning and promote a continuum of learning
d) Promote a more democratic process of academic enquiry, collaboration, and interaction in which students and faculty from different universities within India and abroad interact with each other.
d) Reduce the University's exposure to risk with respect to academic standards and the quality, integrity and to ensure that content and status of the degrees awarded is not diminished in the process.
e) Credits acquired out of online courses through virtual platforms recognized by SSUS.

Requests for Transfer of Credits can be categorized as below:

1. Taking courses outside while enrolled in SSUS
2. Credits acquired at UGC accredited institutions
3. Credits acquired at any Institute/ University abroad
4. Transferring credits for the courses done at SSUS to other university programs either abroad or within the country.
5. Credits acquired in UGC approved online courses from MOOC Swayam and other virtual platforms recognized by SSUS.

6. Credits acquired as part of the Joint and Twinning Programmes from international collaborations entered with departments/ centres with Foreign Higher Education Institution.

The student will be able to request transfer credit for university-level course work completed outside Sree Sankaracharya University. Similarly the student should also be able to transfer credits from courses done at SSUS while enrolling for other study programs either abroad or within the country. Once approved by the university and the department to which the student is enrolled, transfer credit can count towards overall University graduation requirement.

Specific institutional rules and regulations should be developed to deal with the recognition of other learning experiences and to allow for credit accumulation and transfer through various types of mobility.

The institution should clearly define responsibilities for implementing and monitoring credit mobility and ensure that application procedures and selection criteria for credit mobility are transparent and fair, and that an appeal mechanism is in place. A staff member should be appointed in each department or subject area who is formally authorized to discuss the programme of study in other institutions with the student and to approve and sign the **Learning Agreement** on behalf of the sending institution, before the start of the mobility period and for issuing the Transcript of records after the mobility period. Individuals should not be asked to negotiate academic recognition with staff members who are not authorized to do so or with a committee, before or after their study abroad period, neither should the student be asked to sit for any other examinations or have to do extra work after having returned. In case of international credit transfer/ mobility OIA shall be put in consultation.

Examples of **Procedures** for ensuring the credit mobility

- Work must be completed at a **regionally accredited institution** within India or at an officially recognized international institution.

- Courses must be **University-level** (either UG, PG Level or PhD level) and count towards a University-level degree. Transfer of credits is possible only for the courses taken from the same level (i e., for a student enrolled to a PG program credits obtained from a PG level course would be considered). Courses counted towards your high school /higher secondary school graduation requirements do not qualify.
- Provide an **official University transcript** in English which shows the following for each course:
    - Course codes/numbers
    - Course titles or descriptions

- ○ Final grades earned
- ○ Course credits earned

- The course must have **substantial content overlap** with SSUS course work. Comparison of the Learning outcomes should be the key factor in choosing the courses. Number of credits gained for compatible learning outcomes achieved in another context will replace the number of credits that are allocated for compatible learning outcomes at the awarding institution. The learning outcomes of the whole programme of study taken in the institution (either abroad/or within the country) should be compatible with or complementary to the learning outcomes of the programme in SSUS for which recognition is to be granted after the study period.

- The courses **cannot duplicate**, overlap, or regress previous work. The student cannot request credit transfer for a course, very similar or which duplicate the exact courses that student would be taking in the SSUS program.

- The student must receive **at least a 'B-' grade** or above as confirmed by the transcript key and a letter from university official. The final grades will not be posted to the transcript or count towards final **cumulative grade point (CGPA).**

- Transfer work can be used to satisfy a department's core course or elective course requirement. The transfer work must first be officially accepted into the University through the Office of the University Registrar. After the transfer credit has been approved and posted by the Office of the University Registrar, the departments determine if the approved transfer work can be used to satisfy a department's core or elective credit requirement. Students should consult with their departments about a program's transfer credit policies/procedures.

- SSUS will allow a maximum of one semester credits for a 2 year PG program and for a 3 year UG program or 4 credits for the doctoral degree program from accredited institutions. Not more than 8 credits from **correspondence and online study** may be counted towards the maximum transfer credit. The minimum transfer credit should be 4 credits in a single course.

- In order to facilitate the organization of credit transfer and its recognition, the three parties involved – the student, the sending institution and the receiving institution or organization/entreprise – should agree on the programme. They should formalize this in a Learning Agreement, to be signed by the three parties before the start of

the credit transfer course/semester. The Learning Agreement is intended to give the student the confirmation that the credits s/he successfully achieves during the mobility period will be recognized. Learning Agreement should also be signed while the students are taking online courses.

- **Credit transfer will be restricted in the following cases:**

  a) Where external accreditation or professional registration or similar recognition requirements of a program prohibit or limit transfer of credit beyond that imposed by the University
  b) Where prior studies are used to meet minimal entry requirements for a program.
  c) Prior formal studies will not be accepted for specified credit if it was completed more than 5 years before the application for credit is made.

Registrar